

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: May 24, 2004
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room
315 South Rose Street
Kalamazoo, Mi 49007

President Brown called the meeting to order at 4:00 p.m.

PRELIMINARY BUSINESS

Roll Call: Trustees present: Donald Brown, Loren Dykstra, Lisa Godfrey, James VanderRoest.
Absent: Cynthia Addison, Robert Brown, Amy DeShon

Approval of Agenda: There were no changes to the agenda.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution to Set a Public Hearing on the Proposed 2004/2005 Budget

Recommendation: Mr. Amdursky recommended the board adopt a resolution to call a public hearing on the 2004/2005 preliminary budget.

MOTION: MS. GODFREY MOVED AND MR. VANDERROEST SUPPORTED THE RECOMMENDATION AS PRESENTED.

Executive Summary: A properly noticed public hearing prior to adoption of the 2004/2005 preliminary operating budget is required by law to legally set the millage rate that supports the budget and allows the authorized property taxes to be collected for operation of the library.

Roll Call Vote: Mr. Vander Roest – yes; Mr. Dykstra – yes; Ms. Godfrey – yes; President Brown – yes.



Motion carried 4-0.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

- A. Minutes of the Regular Meeting of April 26 , 2004
- B. Personnel Item

Lisa Irwin resigned from the position of Library Assistant 3 in Loan Services, effective June 18, 2004. She just completed her MLS degree from Wayne State University and will be moving to Washington State later this summer where she will search for a librarian position.

Disposition: The board accepted the minutes of the meeting of April 26, 2004 and the Personnel Item as presented. Trustees expressed regret that Ms. Irwin will be leaving KPL.

IV. FINANCIAL REPORTS

- A. Financial Reports for the Period Ending April 30, 2004

Recommendation: Director Amdursky recommended the board accept the Financial Reports for the period ending April 30, 2004.

MOTION: MS. GODFREY MOVED AND MR. DYKSTRA SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE MONTH ENDING APRIL 30, 2004 AS RECOMMENDED.



MOTION CARRIED 4-0.

The Financial Reports for the period ending April 30, 2004 were accepted.

ACTION ITEMS

- V. A. General Operating Budget Preliminary Budget for Fiscal Year Ending June 30, 2005

Recommendation: Mr. Amdursky recommended the board receive the “General Operating Budget Preliminary Budget for Fiscal Year Ending June 30, 2005.”

Executive
Summary:

The Finance & Budget Committee reviewed the budget closely. Details were included in the accompanying written comments. The budget reflects modest growth for the coming year. One additional clerical support position (KPLSP) and an additional .25 librarian position are included. The budget is based on tax base growth of 3.94%. The budget will be brought back to the board in June for approval.

Ms. Godfrey noted there were some explanatory comments from the director regarding the Reading Together program. These were in response to her question asking where within the budget this program is addressed, particularly in light of the Kalamazoo Community Foundation support it received in its first two years, and the uncertainty of continued foundation funding. The Finance & Budget Committee believes Reading Together is reflective of the library’s mission and that KPL is committed to continuing it in some fashion, with or without continued foundation support.

Disposition: The board received the budget.

- B. Preliminary “Other Funds Budget for Fiscal Year Ending June 30, 2005”

Recommendation: The director recommended the board approve the Preliminary “Other Funds Budget for Fiscal Year Ending June 30, 2005.”

Executive
Summary:

The director noted the number of funds within this budget has been reduced through the elimination of some accounts and merging of others. The Finance & Budget Committee reviewed this budget.

MOTION:

MS. GODFREY MOVED AND MR. VANDERROEST SUPPORTED APPROVAL OF THE “OTHER FUNDS BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2005.”



Motion carried 4-0.

The Preliminary “Other Funds Budget for Fiscal Year Ending June 30, 2005” was approved.

C. Preliminary “Other Funds Budget for Fiscal Year Ending June 30, 2005

Recommendation: **The director recommended the board approve revisions to the Preliminary “Other Funds Budget for Fiscal Year Ending June 30, 2005.”**

Executive
Summary:

The director noted the revised budget was reviewed by the Finance & Budget Committee.

MOTION:

MR. VANDERROEST MOVED AND MS. GODFREY SUPPORTED APPROVAL OF THE REVISED “OTHER FUNDS BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2005.”



Motion carried 4-0.

The revised “Other Funds Budget for Fiscal Year Ending June 30, 2005” was approved.

D. Capital Improvement Plan for the Three Year Period Ending June 30, 2006

Recommendation: **Director Amdursky recommended the board approve the “Capital Improvement Plan for the Three Year Period Ending June 30, 2006.”**

Executive
Summary:

Mr. Amdursky said this budget includes revisions to the current year ending June 30, 2004 as well as projecting the next two years ending with June 30, 2006. Major building, furnishing and equipment items, often involving long-term projects, are budgeted here. We are on track with computer and furniture replacements. We are behind on carpet replacement. As we move through this three-year period and our building bonds are paid down, we expect to have more funds to put toward these types of expenditures. The director noted the Capital Improvement Plan was reviewed by the Finance & Budget Committee.

Ms. Godfrey said the Finance & Budget Committee was concerned about being able to replace items in a timely way, particularly the carpet, now at least six years old system-wide and showing wear, and urged staff to tend to replacement as well as can be done with limited budget.

MOTION:

MR. VANDERROEST MOVED AND MS. GODFREY SUPPORTED APPROVAL OF THE CAPITAL IMPROVEMENT PLAN FOR THE THREE YEAR PERIOD ENDING JUNE 30, 2006.



Motion carried 4-0.

The “Capital Improvement Plan for the Three Year Period Ending June 30, 2006” was approved.

REPORTS

E. Reading Together Report

Presentation: Terry Lason, Head of Loan and Outreach Services, told trustees the Reading Together Steering Committee received a community service award from the Kalamazoo County Action Partnership, "In appreciation and recognition of your commitment and support to our children and families." He said he has been amazed by the wealth of programming and depth of discussion generated by Reading Together, in only its second year. He introduced Joan Hawxhurst, "the outstanding and dedicated coordinator" of the Reading Together program, who presented an evaluation report of the 2004 program.

Ms. Hawxhurst said over 5,000 people are estimated to have participated in some manner in the program. There was a 110 percent increase in total sales and circulation of this year's chosen book: *Nickel and Dimed: On (Not) Getting by in America* by Barbara Ehrenreich, over last year's selection of Ray Bradbury's *Fahrenheit 451*. More than 3,400 books were sold or circulated, excluding on-line sales or multiple users of a single copy.

The wide range of organizations and individuals who were involved in this year's program was impressive. A total of 105 organizations and groups in Kalamazoo County hosted book discussions, sponsored events, or collaborated in some way between January 26 and March 31, 2004.

Programming included a six-week series of panel discussions and presentations with an average weekly attendance of 65, a five-week film series with an average attendance of 75, numerous book discussions in a variety of venues and a concluding event that attracted about 250 people.

Approximately 1200 self-mailer evaluations were distributed, and to date over 125 have been returned. Overall, the evaluations show a very positive response to Reading Together 2004.

Discussion: Mr. Dykstra suggested it might be valuable to inform the publisher and author of *Nickel and Dimed* about this successful program and its outcomes. President Brown was pleased programming was not limited to the library district, but also took place in other surrounding communities around the county. There was speculation as to why participation and interest were up so markedly from last year.

Disposition: Trustees expressed their thanks and appreciation to Ms. Hawxhurst and library staff members for the time and work to produce such a successful program.

F. Website Demonstration

Presentation: Marti Fritz, Community Relations Manager, reported the new KPL website was launched to the public on May 21, 2004, and provided a demonstration of what is available on KPL's new website and how to access information. It will be a continuous work-in-progress.

Disposition: Trustees had a number of comments and questions and were pleased with the improved website look, format and usability.

VI. COMMITTEE REPORTS

A. Finance & Budget Committee

No report.

B. Personnel Committee

Ms. Godfrey indicated the results of the director's evaluation will be presented at the June meeting; it is expected the director will request a closed session for that purpose.

Both the K.P.L.A. and K.P.L.S.P. union contracts expire at the end of June. Personnel Committee members have been looking at issues that might be part of contract negotiations.

VII. OTHER BUSINESS

A. Directors Report

Presentation: Mr. Amdursky answered a few questions and elaborated on some items in the written director's report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

Ms. Godfrey asked if the staff hours contributed to the Reading Together program have been translated into dollars; the director indicated they have not.

Mr. VanderRoest felt it might be wise to establish that figure to advertise the library's commitment to the community.

President Brown expressed appreciation for Ms. Hawxhurst's and others' work to provide a successful Reading Together program. It was clearly appreciated within the community and is very good for the library's community involvement and presence. He also noted Ms. Fritz' and others' work on the new website.

X. ADJOURNMENT

Hearing no objections, President Brown adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:56 p.m.

Loren Dykstra, Secretary